

Step 6

Step 6a: Daily Guide

Here's a standard Daily Guide you need to do on the following days.

Mondays:

- Do [Step2a](#) - [Step2d](#)
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the [Call In Sheet](#)
- Follow-up with your Clients to get them to pay their invoice

Tuesdays:

- Do [Step2a](#) - [Step2d](#)
- Work with all your Clients to get the Checklist cleared
- Do follow-up calls with all Leads and current Clients
- Follow-up with your Clients to get them to pay their invoice

Wednesdays:

- Do [Step2a](#) - [Step2d](#)
- Make at least 100 copies of [Step2eChurchFlyer2](#), go to at least 5 Daycare Centers and leave a stack of your flyers
- Do follow-up calls with all Leads and current Clients
- Work with all your Clients to get the Checklist cleared
- Follow-up with your Clients to get them to pay their invoice

Thursdays:

- Do [Step2a](#) - [Step2d](#)
- Follow-up with your Clients to get them to pay their invoice
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the Call In Sheet
- Work with all your Clients to get the Checklist cleared

Step 6a - Continues

Fridays:

- Do [Step2a](#) - [Step2d](#)
- Follow-up with your Clients to get them to pay their invoice
- Work with all your Clients to get the Checklist cleared
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the Call In Sheet

Saturdays:

- Do [Step2a](#) - [Step2d](#)
- Call leads, have [PhoneOps Listings](#) open while making calls & add to the Call In Sheet
- Follow-up with your Clients to get them to pay their invoice
- Work with all your Clients to get the Checklist cleared

Sundays:

- Do [Step2a](#) - [Step2d](#)
- Make at least 100 copies of [Step2eChurchFlyer2](#), go to at least 5 churches and post the flyers on vehicles
- Work with all your Clients to get the Checklist cleared

As you can see, you will be doing a lot of the same thing everyday you work. New Clients comes in everyday and their documents are also submitted daily so checking your e-mails everyday is another important task to do.

[This Completes Step 6](#)